

Request for Field Trip Approval Form

This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.

☒ GENERAL INFORMATION:

Date of Request: 4/9/25 Field Trip Location: Washington D. C.
Start Date of Requested Field Trip: 05/18/2025 End Date of Requested Field Trip: 05/21/25
School: L. H. Williams Elementary School Group: 5th Grade
Proposed Number of Students: 40 Proposed Number of Adults: 8
Field Trip Paid By: L. H. Williams Elementary Traversa ID #: AT-07097
Organizing Teacher #1: Dr. Willett Waller Mobile Contact#: _____
Organizing Teacher #2: Vondranita Taylor Mobile Contact #: _____
Other School Personnel: Ariel Pangangaan Mobile Contact #: _____
Other School Personnel: Shanda Rogers Mobile Contact #: _____

☐ DESTINATION: Please provided a detailed schedule of any stops.

☒ Educational Purpose of Field Trip
with standard(s) to be covered:

Understand how and why places have a special meaning. Analyze democratic ideals and their relationship to sites and symbolism in Washington D. C. Explain how key sites in Washington D. C. help tell the story of the American people.

☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):
\$0

Please initial next to each statement on pages one and two.

WW A permission slip will be distributed to all parents that includes the following statement:
No student will be denied participation due to the inability to pay or raise funds.
WW A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.
WW The necessary professional leave of absence requests will be submitted via the absence management system according to the established guidelines of the Professional Learning Department.

☒ TRANSPORTATION: Time Bus(es) to pick up at School: 7:30P Time Bus(es) To Return to School: 7:30P

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

☐ Parent/Legal Guardian Will Transport His/Her Own Child

The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.

☐ School Bus Number of Buses Proposed: _____

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. _____ School: _____

2. _____ School: _____

☒ Charter Bus Number of Buses Proposed: 1 Charter Bus Company: FIVE STAR/KINGSMEN COACH LINES LLC

☒ The proposed charter bus company is an approved carrier.

☒ Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus).

☒ CHAPTERONES

WW Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

WW Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

☒ GENERAL PRECAUTIONS

WW Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

WW A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

WW The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

WW Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

WW Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

WW Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

WW Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

WW Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

WW The bus route for this trip will be submitted to the Principal prior to the requested field trip.

WW Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

WW Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

WW Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

WW A standard first aid kit will be on each bus.

WW The organizing teacher will assign each student a "buddy" of the same gender for the duration of the field trip.

☒ OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

WW The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

WW The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

WW All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

WW Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

WW Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

WW Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

WW Individuals of one gender will not be allowed in the room of the opposite gender.

WW A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

WW A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

WW If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be **uploaded to Traversa** a minimum of four weeks prior to the requested start date of the requested field trip. **If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of- state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip.** I understand that approval of this requested field trip is also the method of approval for student instructional absences.

Teacher's Electronic Signature:	Willett Waller	Digitally signed by Willett Waller Date: 2025.04.09 10:58:17 -04'00'
Principal's Electronic Signature:	Dr. Cynthia Jones	Digitally signed by Dr. Cynthia Jones Date: 2025.04.09 10:58:51 -04'00'

Determination of Central Office Administrator:

☒ Approved ☐ Disapproved

Electronic Signature of Central Office Administrator:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Solomon Deaton & Buice, LLC 756 Poplar Street P.O. Box 227 Macon GA 31201	CONTACT NAME: Brandie O'Neal PHONE (A/C, No, Ext): (478) 742-1275 FAX (A/C, No): (478) 742-1207 E-MAIL ADDRESS: boneal@sdbins.com
INSURED Five Star Travels P O Box 888 Forsyth GA 31029	INSURER(S) AFFORDING COVERAGE INSURER A: USLI INSURER B: United States Liability Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL2541535993 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			PPP1555642C	04/04/2025	04/04/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☒ Professional Liability						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:						PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Limit \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR			CUP1579778	01/31/2025	01/31/2026	EACH OCCURRENCE \$ 1,000,000
	☒ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Five Star Travels

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF LIABILITY INSURANCE

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURED KINGSMEN COACH LINES LLC P O BOX 661 CONLEY GA 30288-0661	Phone 404.443.1047
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ISSUE DATE: 4-16-2025
PRODUCER: Ed Richards
ISSUED BY: Krystle Chesson
Insured Fed ID # 58-2064638
MC # 570511

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	COMPANY/POLICY # - EFFECTIVE & EXPIRATION DATES	LIMITS
AUTOMOBILE LIABILITY ☐ Any Auto ☐ All Owned Autos ☒ Scheduled Autos ☒ Hired Autos ☒ Non-owned Autos ☐ Garage Liability ☐ Other	RLI TRANSPORTATION POLICY NUMBER: LFB0018878 POLICY PERIOD FROM: 7-26-2024 TO: 7-26-2025	COMBINED SINGLE LIMIT \$5,000,000 BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE
GENERAL LIABILITY ☒ Commercial General Liability ☐ Claims Made ☒ Occur ☐ Owner's & Contractors Prot. ☐	RLI TRANSPORTATION POLICY NUMBER: LGB0016038 POLICY PERIOD FROM: 7-26-2024 TO: 7-26-2025	GENERAL AGGREGATE \$5,000,000 PRODUCTS-COMP/OP AGG. 5000000 PERSONAL & ADV. INJURY \$5,000,000 EACH OCCURRENCE \$5,000,000 FIRE DAMAGE (Any one fire) \$100,000 MED. EXPENSE (Any one person) \$5,000
MOTOR TRUCK CARGO	POLICY NUMBER: POLICY PERIOD FROM: TO:	PER VEHICLE PER DISASTER DEDUCTIBLE REEFER LIMIT REEFER DEDUCTIBLE
WORKERS COMPENSATION AND EMPLOYER'S LIABILITY	MANUFACTURERS ALLIANCE INSURANCE POLICY NUMBER: 202401-4342796 POLICY PERIOD FROM: 12-22-2024 TO: 12-22-2025	☒ Statutory Limits ☐ Other EACH ACCIDENT \$1,000,000 DISEASE-POLICY LIMIT \$1,000,000 DISEASE-EACH EMPLOYEE \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

Fax Number:

BIBB COUNTY BOARD OF EDUCATION

484 MULBERRY ST,
MACON GA 31201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Timothy L. O'Bryan